



## Job Description Form

### Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

**Position Title**

Manager Rail Safety Governance

**Level**

6

**Position Number**

35161

**Division/Directorate**

Safety, Freight & Business Management Systems

**Branch/Section**

Safety

**Effective Date**

September 2020

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Manager Corporate Safety, Governance and Compliance, Level 8

Subordinates: No Direct Reports

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### Key role of this position

The position is responsible for managing corporate governance over the Public Transport Authority's (PTA) safety and risk management systems. It also ensures the ongoing compliance of the PTA's rail network with the relevant legislative requirements and for providing specialist advice as a subject matter expert to PTA senior management regarding rail safety management systems and compliance.

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### Core duties and responsibilities

- Manages and/or contributes to larger projects designed to review safety systems, standards and protocols, and contributes practical industry expertise to the identification of issues and gaps in safety management systems, operational processes and the development of continuous improvement initiatives.
- Provide critical analysis and evaluation of the corporate safety organisation structure to identify efficiency in resource use and continual improvement recommendations.
- Manage review of operational procedures, deviations from standards and industry codes of practice and provide timely notification of deficiencies to senior managers.
- Manages, monitors and critically assesses the implementation of actions and corrective/preventative measures identified from inspections and audits.
- Monitors the corporate compliance processes to meet the rail accreditation and regulatory requirements and conditions.
- Manage process mapping of existing and proposed safety management system work flows and methodologies and provide recommendations and proposals for alterations to job roles and work processes.
- Acts on behalf, and in the best interest of the PTA in matters of rail safety and compliance.

- Develops strategies and provides authoritative advice and practical expertise to senior management on policies, audits, compliance, independent safety assessments, operational and reporting requirements, project safety assurance and supports project deliveries as required.
- Contributes practical / technical knowledge and expertise to the development of policy changes including contributing to the development and implementation of risk management strategies and mitigation activities.
- Supports implementation of approved recommendations, communication of updated organisational instructions and manuals and the production of documentation as directed by the Corporate Manager Safety.
- Manages, plans, leads and conducts audits and compliance activities in relation to the PTA's rail safety processes to identify non-compliances and any areas for improvement with the relevant designated legislation and accreditation requirements.
- Prepares detailed reports regarding the outcomes of audits and/or compliance activities with adequate information to develop and initiate appropriate corrective actions that inform the decision making processes.
- Pro-actively builds and maintains positive and collaborative relationships with key stakeholders.
- Influences outcomes and resolves complex issues through a process of consultation and negotiation with a broad range of stakeholders.
- Other duties as required.

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## SELECTION CRITERIA

### 1. Core Competencies

- Relevant tertiary qualification and significant experience regarding safety operations in the rail industry.
- Significant experience in the audit and review of safety management systems in large, multidisciplinary environments.
- Possession of an auditing qualification or significant experience planning and conducting safety audits and inspections.
- Significant experience in the evaluation and analysis of organisational systems and structures.
- Extensive knowledge and experience in safety compliance in an operational environment.

### 2. Communication and Interpersonal

- Highly developed written, verbal and interpersonal skills.

### 3. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical skills including the ability to interpret and apply relevant legislation and standards.
- Substantial knowledge and experience in researching, analysing and providing business improvement recommendations on safety trends, benchmarking and best practice.

### 4. Organisation

- Highly developed planning and organisational skills, including the ability to meet program timelines and/or objectives in a timely manner.

### 5. Computer Literacy

- Sound ability in using computers and a range of application software packages particularly in data bases, spreadsheets and electronic document management systems.

### 6. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.
- Possession of a current Western Australian 'C' or 'C-A' Class Drivers Licence or equivalent. This requirement continues for the duration of employment in this position and from time to time production of the licence on request by the PTA may be required.
- Applicants must meet the special requirements shown below within an agreed period of time following appointment to the position. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment.

- Individual Access (IA) Track Access Permit.

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**Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Managing Director / Executive Director / General Manager**

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**Signature**

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**Date**

**Employee**

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

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**Signature**

.....  
**Date**

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